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OFFICE OF SECURITY

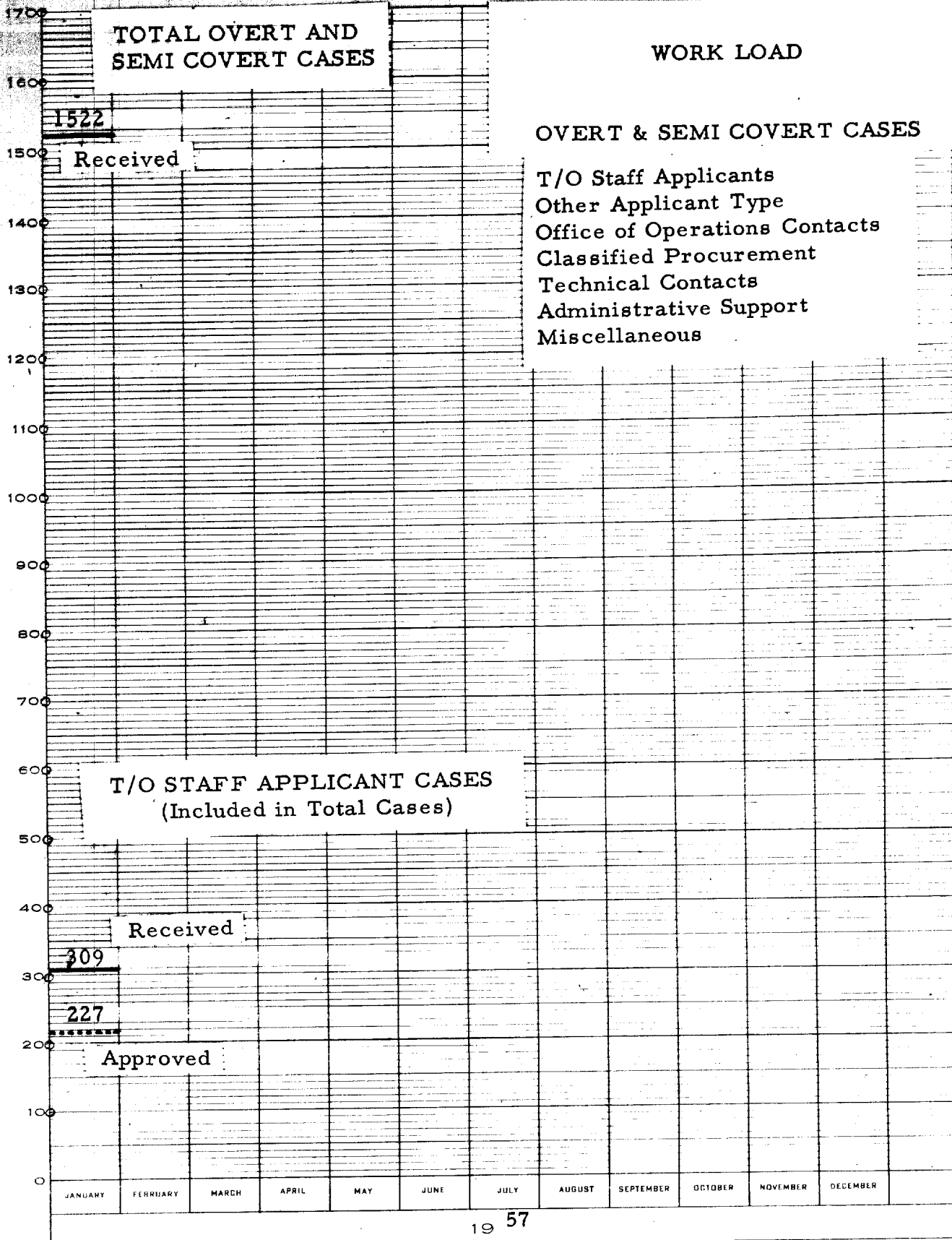
TOTAL OVERT AND SEMI COVERT CASES

WORK LOAD

OVERT & SEMI COVERT CASES

T/O Staff Applicants
Other Applicant Type
Office of Operations Contacts
Classified Procurement
Technical Contacts
Administrative Support
Miscellaneous

T/O STAFF APPLICANT CASES (Included in Total Cases)



19 57

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STATUS OF OVERT AND SEMI-COVERT CASES

Month of January 1957

TYPE OF CASE	PEND Beginning of Month	RECD During Month	PROCESSED					PENDING	
			Appd	Dis- Appd	Can- celed	Other Action	Total	Defd	Reg
1. APPLICANT TYPE									
a. T/O Staff Applicants	886	309	227	11	48	28	314	24	857
b. Other Full Fld. Inves.	342	123	55	4	18	63	140	0	325
Totals	1228	432	282	15	66	91	454	24	1182
	320	274					163	-	431
	124	725					251	-	598
Totals	444	999					414	-	1029
3. CLASSIFIED PROCUREMENT	369	89					113	-	345
4. TECHNICAL CONTACTS	72	0					12	-	60
5. ADMIN. SUPPORT	21	1					9	-	13
6. MISCELLANEOUS	37	1					4	-	34
Totals	499	91					138	-	452
GRAND TOTALS	2171	1522					1006	24	2663

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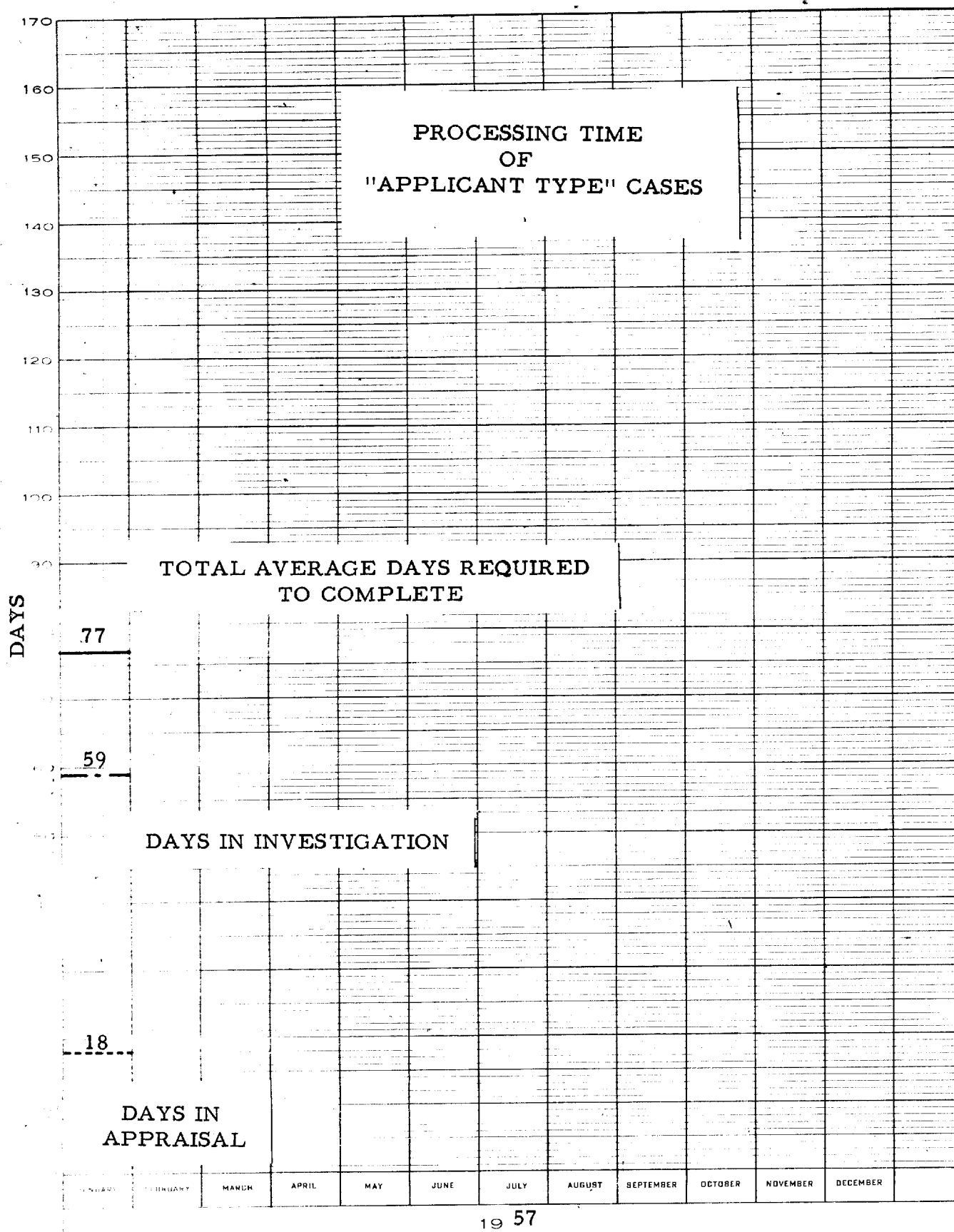
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(When filled in)

OFFICE OF SECURITY

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of January 1957

1. PROCESSING TIME (For <u>223</u> Regular Cases)			
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of Days):	DAYS	DAYS	TOTAL
	in	in	DAYS
	INVESTIGATION	APPRAISAL	
	59	18	77

2. ANALYSIS OF PROCESSING TIME	%	CASES
a. Less than 30 days		5
b. 31 to 60 days	5	5
c. 61 to 90 days	18	42
d. 91 to 120 days	57	127
e. 121 to 150 days		41
f. over 150 days	20	3

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	2	177
	Total 2	177

TABLE **C**

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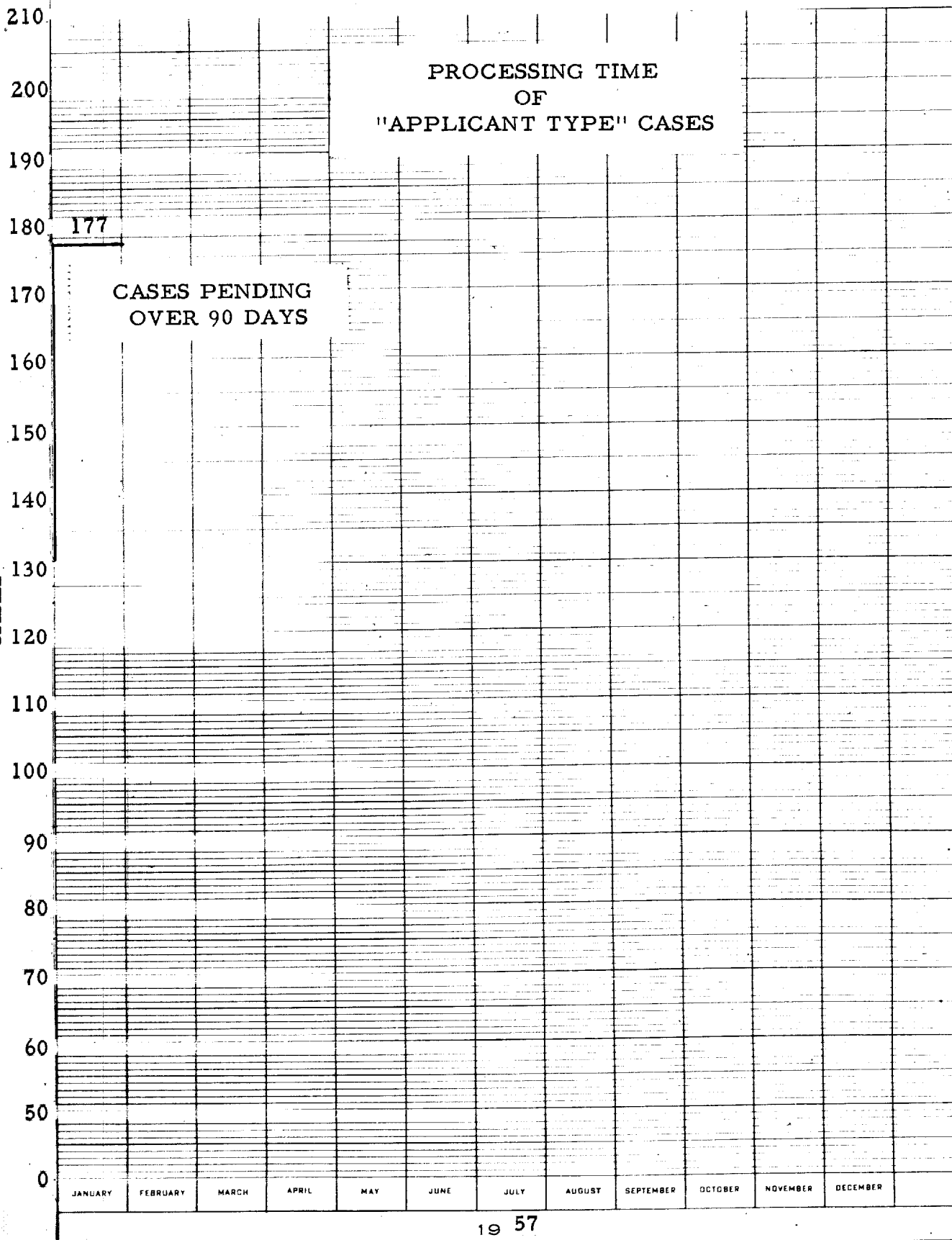
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PROCESSING TIME
OF
"APPLICANT TYPE" CASES

CASES PENDING
OVER 90 DAYS

177

CASES



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OFFICE OF SECURITY
 CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES

Month of January 19 57

ACTIVITY		ACTIONS
1. Requests for CIA record checks received from other agencies		2457
2. Security files reviewed in response to other agency requests (Requests pending over 10 days <u>1325</u>)		121
3. Employee interviews (Returnees, Resignees, Official Travelers and Special)		414
4. Employees' transfer and reassignment actions reviewed		342
REQUESTS FOR APPROVAL OF:	Disapproved	Approved
5. Training at outside institutions	0	199
6. Private travel	0	31
7. Manuscripts, speeches, books, etc. (Total pages reviewed <u>1378</u>)	0	33
8. Liaison contacts	8	872
9. Miscellaneous outside activities	1	157

TRAINING ACTIVITIES

1. Security personnel receiving training during month 27

2. Agency Security Indoctrination group lectures given 3

(Attendance 147)

3. Office of Security man-hours devoted to training

4. Office of Security maximum possible man-hours in mo

5. Percentage of maximum possible man-hours devoted to train

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OFFICE OF SECURITY

PHYSICAL SECURITY ACTIVITIES

Month of JANUARY 1957

ACTIVITY	NUMBER
1. Security violations investigated and charged (Open safes, etc.)	45
2. Other security violations investigated and reported (Lost documents, etc.)	11
3. Night security inspections of offices by NSOs	45
4. Other security matters handled by NSOs after hours	1314
6. Physical security surveys	9
7. Safe combinations changed	534
8. Safes repaired	439
9. Identification processes performed	348
10. Regular, Limited and Special badges issued	981
11. Visitor Passes issued (Total)	8516
General	5059
Applicants	1494
Forgotten badges	531
Deliveries, etc.	1432
12. Classified waste collected and destroyed (pounds)	118,000
	11
14. Safety inspections, investigations & miscellaneous safety actions* *600 Booklets and posters re safety and Civil Defense distributed. During 1956 fire drills were completed in all but two of the Agency headquarters buildings; drills in these two (Admin and East) were not deemed necessary.	100

TABLE F

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25 January 1957

*Return to
ArTS file*

Memorandum for: Deputy Director (Support)

Subject: Budget Presentation for Office of Security

1. Pursuant to your oral request, there follows a statement in support of the personnel staffing of the Office of Security.

2. Our Security Office investigates and evaluates approximately 500 to 700 persons monthly who are either applicants, contractors, or persons of more or less overt interest to the Agency. These investigations include careful security interrogation of applicants before they have access to classified information. In addition,



4. Fully aware that our personnel, installations (including ☐) and activities are top targets of foreign intelligence, we maintain a strict system of physical security controls consisting of guards, receptionists, entrance badge system, and safekeeping equipment such as safes, vaults, alarms, etc.

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05- Reports

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5. The Office of Security monitors our "need to know" system, including compartmentation of activities, and is also charged with continuing security policy advice and guidance to the many components of the Agency in their planning and conduct of both routine business and specific intelligence operations. This includes arrangements

to the Office of Security. Individual advice and guidance is furnished to employees in maintaining their own personal security in such matters as maintenance of cover, contacts with foreign nationals, public appearances, and many other individual problems inherent to intelligence operatives.

6. The build-up and maintenance of an extensive security file system and of dossiers on persons of CIA interest is an essential to the secure operation of the Agency and in the prevention of possible subversive attempts against the Agency or of penetrations within.

7. An outline of the personnel required to perform these many functions is attached.

SIGNED

Sheffield Edwards
Director of Security

Attachment;
Outline

OS:SE:sms

Distribution:

Orig & 1 - Adse

1 - A&TS ✓

1 - Chrono (ExC)

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